

Daubeney Middle School

Attendances/Absences/Holidays During Term Time

Daubeney Middle School is committed to maximising attendance for all pupils to enable them to benefit fully from their education. We believe that regular attendance is vital for effective learning.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise the importance of establishing strong home/school links and communication systems that can be utilised whenever there is a concern about attendance.

We will identify and address, as speedily as possible, any problems affecting attendance and adopt, at all times, a clearly focused approach aimed at returning the pupil to full attendance.

Rights and Responsibilities Regarding Attendance

Improving attendance at Daubeney Middle School is the responsibility of everyone in the school community; pupils, parents and school staff.

Pupils are expected to attend school and lessons regularly and punctually. Pupils who do experience difficulties will be offered prompt and sympathetic support.

Parents are responsible for ensuring their child attends school regularly and punctually; properly dressed and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are required to notify the school of the reason on each day of absence. Parents whose first language is not English or have literacy problems will be offered support from school in matters of communication.

A pupil's absence from school will remain unauthorised until a satisfactory explanation is given by the parent. Parents will be promptly informed of any concerns over their child's attendance. Parents should avoid, wherever possible, making medical or dental appointments during school hours and taking family holidays during the school term (see section covering holidays in term time below).

School staff will encourage good attendance and punctuality through personal example. Staff should convey high expectations to pupils regarding attendance and punctuality. Staff will promptly investigate all absenteeism; liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.

Registration

Registers will be called promptly at 8:50am and 1:25pm.

Registers will officially close at 9:30am and 1:30pm (at the beginning of the first lesson in the afternoon).

Where pupils arrive late and the register is still open, they will be marked late but counted as a present for the session. Where pupils miss registration and do not provide an adequate explanation, they will be marked as late but counted as unauthorised absent. Where pupils miss registration but provide an acceptable explanation – eg., medical or dental appointments, they will be marked as absent but as authorised absent for that session.

Lateness – lateness is actively discouraged and challenged immediately if and when it arises. Pupils who arrive late after the registers have closed should report to the school office and have their names entered into the **School Out/Late Book**. If a child does not have a satisfactory reason for being late, they will be required to attend a break time detention in the entrance hall to make up for the time they missed by arriving late.

The Attendance Officer whose responsibility it is to check the registers each morning and contact parents where necessary, will also inform each Head of Year if an individual pupil is persistently late. This may result in a breaktime detention, or if this continues, an after school detention.

Unauthorised Absence

Parents of all pupils with unauthorised absence/s will be asked to a meeting with the Head of Year where the parents' statutory responsibility and reasons for the unauthorised absence will be discussed. The Education Welfare Officer is actively involved in any case of persistent/frequent unauthorised absences.

Follow-up of Absence

If no information is received from the parent of the absent pupil on the morning of the first absence, the school will contact the parent by telephone. If this action does not result in an explanation or the return of the pupil to school, then a letter will be sent after four days. The matter will be referred to the Education Welfare Officer if the absence continues after ten school days without explanation from the parent, as the pupil will become known as missing and correct procedures will be followed.

Action on irregular attendance will initially involve the Form Tutor contacting the parent to discuss the matter. If the attendance does not improve the Head of Year will invite the parent to a meeting. The aim of the meeting will be to identify and resolve any difficulties which are preventing the pupil from attending school. The parents will be made aware of the legal requirements regarding school attendance.

If the pupil's difficulties are not resolved and the attendance does not improve, a formal referral will be made to the Education Welfare Officer and formal intervention planned. A penalty notice can be made when attendance is a continuous problem.

In the event of a pupil returning after a long absence, then an individual re-integration strategy will be implemented.

If a pupil is absent from school for a long term illness (broken leg or virus etc), then they will be referred to Greys Education for home tuition.

Holidays During Term Time

Kempston schools are concerned about the impact that holidays in term-time have on children's achievement. As a result of this, they have produced a common policy that we hope will address this.

Statistics show that if a child is taken out of school for holidays, coupled with absence as a result of illness, students levels of attainment are seriously impaired, resulting in them not achieving their full potential. Over time, this can have an effect upon the GCSE results achieved in Year 11.

We understand that some parents will be unhappy about the implementation of this policy, however, it is necessary if educational standards are to be raised across the Kempston Schools.

If you still decide to request a holiday during term time, the school will only consider this under 'exceptional circumstances'. Please state your 'exceptional circumstances' on the Holiday Application Form. You may be asked to provide additional proof of these 'exceptional circumstances'.